



ALAMEDA COUNTY  
CONGESTION MANAGEMENT AGENCY

1333 BROADWAY, SUITE 220 • OAKLAND, CA 94612 • PHONE: (510) 836-2560 • FAX: (510) 836-2185  
E-MAIL: mail@accma.ca.gov • WEB SITE: accma.ca.gov

*ALC Agenda Item 3.4  
October 12, 2009*

**Memorandum**

**DATE:** October 2, 2009  
**TO:** Administration and Legislation Committee  
**FROM:** Dick Swanson, Director of Finance and Administration  
**SUBJECT: Human Resources Consultant Selection**

**Action Requested:**

This is an information item, no formal action is required.

**Discussion:**

Both the CMA and ACTIA believe their ongoing human resource requirements can best be met through the retention of a human resource specialist rather than through the hiring of staff dedicated to human resource activities exclusively. Therefore, both agencies decided to collaborate in the recruitment and procurement of a firm specializing in the provision of human resource services. It was envisioned that this firm could serve the needs of the CMA and ACTIA independently on a "task-order" basis through a contract with the CMA.

On August 21, 2009, the CMA, in collaboration with ACTIA staff and their outreach consultant, Luster & Associates, issued an RFP. On September 9<sup>th</sup>, a Pre-Submittal meeting was held and on September 18<sup>th</sup>, seven proposals were received. A selection panel composed of representatives of ACTIA, CMA, the Port of Oakland, the Metropolitan Transportation Commission, and the County Connection reviewed the proposals and selected three firms to be interviewed on September 29<sup>th</sup>. As a result of the interviews, the panel unanimously recommended that Koff & Associates, Inc. be retained as the selected firm. Koff & Associates is located in Emeryville and is registered with ACTIA as an SBE, LBE, and VSLBE. The other two firms interviewed were Management Partners and Nolte Associates, Inc.

**Financial Impact on the CMA's Budget**

The anticipated costs of the human resource consulting work have been included in the FY 09/10 Budget.

*This page intentionally left blank.*